

## In-Home/Reunification Services Questions regarding RPF

1) On p.9 of the RFP it says “offerors must respond to this RFP by utilizing the Budget outline described in Section 5.” But there is no “budget outline” in Section 5. Is there a specific budget outline we are to follow OR are offerors just to indicate the number of hours they estimate they will be able to provide for a given cost.

Question in reference to section 1.5.4 Budget:

**1.5.4 Budget.** *Offerors **must** respond to this RFP by utilizing the Budget outline described in Section 5. This budget outline serves as the primary representation of each offeror's cost/price, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the offeror's cost/price.*

The Budget outline is also referenced in Section 3.03 Funding Limitations:

**3.0.3. Funding Limitations** *The funding award for this grant shall not exceed \$ 401,000. The geographical location of this award is to serve children and families within the Flathead, North Lincoln, Lake, Missoula, Ravalli, and Sanders Counties Areas. Each grant award will be a minimum of \$20,000 with a maximum of \$401,000 for the entire service area. **The payment for services to be provided is based on a fee for service calculation. The billing and fee for service information is contained in Section 5.***

The specific outline requested is referred to in Section 5 Budget:

*The award for the RFP will be billed according to a Fee for Service amount. **The Fee for Service amount will be calculated by taking the number of hours you estimate to be able to provide based on the following information.** For services that are not billable you must estimate the cost of doing business and take this into consideration when formulating the number of hours you can provide.*

Please use the information that is provided in Section 5 to calculate your budget for the services that you are proposing to provide, within the award amount limitations.

2) Also, I believe the contract dates listed on p.42 are incorrect. They appear to be last year's dates.

This question is in reference to the following language found in Attachment B: In-Home/Reunification contract, Section 3 Term of contract:

### **SECTION 3: TERM OF CONTRACT**

- A. *The term of this contract shall be a period of one (1) year commencing July 1, 2008, and ending on*

*June 30, 2009, unless sooner terminated under the terms of this Contract.*

The correct contract dates are those in the RFP in Section 1.1 Contract Term

## **1.1 CONTRACT TERM**

**The contract term is for a period of 1 year beginning July 1 2009 and ending June 30 2010.** *Renewals of the contract, by mutual agreement of both parties, may be made at one year intervals, or any interval that is advantageous to the State. This contract, including any renewals, may not exceed a total of seven years, at the option of the State.*

3) Is there a page limit?

There is no specified page limit.

4) For the general sections (1.0, 2.0 and 3.0) can we simply write once under each general area the statement: the offeror understands and will comply?

Yes, The specific answer to this question is found in Section 1.51. Organization of Proposal:

**1.5.1 Organization of Proposal.** *Offerors must organize their proposal into sections that follow the format of this RFP, with tabs separating each section. A point-by-point response to all numbered sections, subsections, and appendices is required. If no explanation or clarification is required in the offeror's response to a specific subsection, the offeror shall indicate so in the point-by-point response, or utilize a blanket response for the entire section, with the following statement:*

**“(Offeror's Name)” understands and will comply.**

*An offeror making the statement “Refer to our literature...” or “Please see www.....com” may be deemed nonresponsive or receive point deductions. If making reference to materials located in another section of the RFP response, specific page numbers and sections must be noted. **The Evaluator/Evaluation Committee is not required to search through literature or another section of the proposal to find a response.***

5). In Section 4.0 which I assume is the main narrative, there are several numbered items which appear of overlap e.g. 4.3.2 and 4.3.8. and 4.3.7 and 4.3.10. Perhaps I am missing the intent of the elements. but could you clarify this for me?

First part of this question refers to sections 4.3.2 and sections 4.3.8:

**4.3.2** *Describe all services to be provided under this In-Home/Reunification services project. Include average timelines for provision of each service. Include average frequency of service provision duration and anticipated number of families and children to benefit from each service category. Address each of the following service categories that are applicable to your project:*

*supervised visitation, transportation, parent education activities, family behavior skill building, organizational skill building, Family Group Decision Making meetings, family resource room, consultation and others.*

**4.3.8** *How will your program address In-Home/Reunification services.*

While they do appear to overlap in the request for information, 4.3.2 requests a detailed narrative of the service provision, whereas 4.3.8 requests an over view of the project. The second part of this question refers to the following sections 4.3.7 and 4.3.10:

**4.3.7** *Who will make the decisions on which families to accept for services. How will your project prioritize, if demand for service is greater than you can supply?*

**4.3.10** *How will you prioritize if service demand is more than supply?*

The request for information in section 4.3.2 is for who will make the decision for services please include that as part of your response. It is agreed that including this question twice is redundant with section 4.3.10, it is requested that the information be placed in both sections.

6) In section 3.0.3 the amount of \$104,000 is listed. We received a letter in January stating there will be a Statewide reduction of funds in the amount of \$85,000. Does this amount indicate that there will not be any reduction for this proposal?

All award amounts are based on funding availability. This award reflects estimated budget percentage for this area that the time of release, however this may change due to limitations in funding availability.

7) In section 3.5.5 mention is made of Evaluation reports/surveys/etc. as required by DPHHS. Could you please delineate these required documents?

These documents are outlined in Section 3.5.5:

**3.5.5 Client records** As with any human service program, documentation and accountability are required. These records must be maintained for 10 years after the youngest child's 18<sup>th</sup> birthday, and upon discontinuation of services with CFSD, must be surrendered to this agency. For each eligible client served, the contractor shall maintain client case records consisting of, but not limited to:

- Family and child demographics
  - Race for the purpose of Indian Child Welfare Act (ICWA) Compliance
  - Social Security numbers
  - Parental information including, both sets of parents names and current living location
- The Referral Form CFSD, as devised by the Department

- Log or family contact form, devised by the Department, including service hours and providers
- The CFSD treatment plan, if applicable
- A Family Service Plan as developed by staff, family and the CPS social worker, if applicable
- Documentation of nature of services, voluntary or mandatory
- Signed statements of confidentiality and any other necessary releases
- Evaluation reports/surveys/etc. as required by DPHHS
- If an applicant for services is denied, the reason for denial must be recorded
- Any forthcoming CFSD forms, implemented in conjunction with training on use
- Case notes detailing all contacts with or in reference to a family.

8) In section 4.2.2.6 you require documents for all employees. Are these to be provided for all corporate employees or only to those related to this contract?

Question references the following:

***4.2.2.6** Provide proof of a valid MT driver's license, criminal background checks, and CPS background checks on all employees.*

And this information is to be provided on all employees that provide services under this grant.

9) In sections 5.0.2.15 and .16 billable amounts per day are listed. Because of increased travel time and responsibilities of our staff (knowing that these trainings are not centrally located for our staff) could these amounts be negotiated?

As a part of your budget submission, these billable activities as outlined by the RFP can be requested for change. However approval of these proposals hinges on funding availability.

10) In the Appendix B; Contract Section 2 lists a number of attachments. While some are documents we will generate if we respond are the others available for our preview prior to submission of the proposal?

The contract in Appendix B is a sample contract for your review.

11) Also referenced in “billable activities” are phone calls to collateral contacts. Will e correspondence with collateral contacts be counted in the same way? This is often a much more efficient process to communicate with those contacts in our environment.

The correspondence by email has not yet been approved as a billable activity.

## **4.5 ASSURANCES**

Federal regulations require that potential offeror signs and returns “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion,” “Audit Requirements”, and “Certification Concerning Environmental Tobacco Smoke” with the proposal response. Federal Standard form 424B and Certification of Compliance with certain requirements for Department of Public Health and Human Services Contractors (December 2006). available on the General Services Division's website at: <http://gsd.mt.gov/procurement/forms.asp> or by calling (406) 444-2575